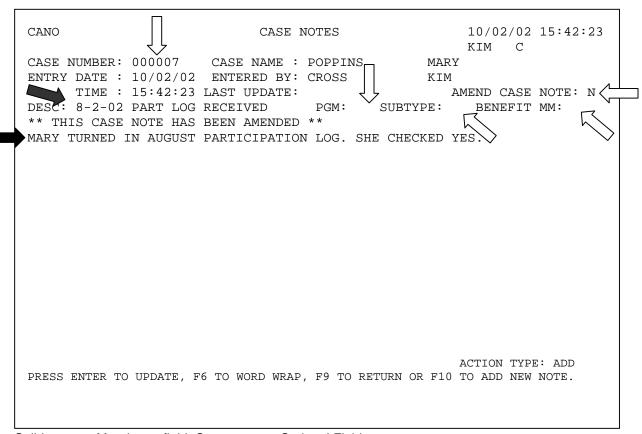# CANO – Case Notes

This screen is used for documenting important case information. After initial entry, notes are accessed via CANS (Case Note Summary).

```
CANO                        CASE NOTES              10/02/02 15:42:23
                                                    KIM    C
CASE NUMBER: 000007    CASE NAME : POPPINS         MARY
ENTRY DATE : 10/02/02  ENTERED BY: CROSS           KIM
      TIME : 15:42:23 LAST UPDATE:           AMEND CASE NOTE: N
DESC: 8-2-02 PART LOG RECEIVED     PGM:    SUBTYPE:    BENEFIT MM:
** THIS CASE NOTE HAS BEEN AMENDED **
MARY TURNED IN AUGUST PARTICIPATION LOG. SHE CHECKED YES.




                                                    ACTION TYPE: ADD
 PRESS ENTER TO UPDATE, F6 TO WORD WRAP, F9 TO RETURN OR F10 TO ADD NEW NOTE.

```

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields

DESC

The description or 'title' for the Component Note is entered here.

NOTE (blank area below DESC)

Descriptive comments are entered in the blank area below the description. There are 80 spaces per line.

Optional Fields

CASE NUMBER

The TEAMS case number is displayed, and can be updated to a different case number.

AMEND CASE NOTE

This field defaults to 'N' but can be updated to 'Y' if a case note amendment is needed.

PGM

> The Program Type code may be entered in this field.

SUBTYPE

> The Subtype code may be entered in this field.

BENEFIT MM

> The benefit month may be entered in this field.

Display Fields

CASE NUMBER

> The TEAMS case number is displayed.

CASE NAME

> The case name (Primary Information person) is displayed.

ENTRY DATE

> The date the case note was originally entered is displayed.

ENTERED BY

> This field displays the name of the person who entered the note (Last, First).

TIME

> This field displays the time the note was originally entered.

LAST UPDATE

> This field displays the date of the last update to the note.

Navigation Fields and Fkeys

ENTER	The Enter key stores the case note to TEAMS.
F6	The F6 key inserts appropriate line breaks.
F9	The F9 key returns to the previous screen.
F10	The F10 key accesses the CANO (Case Notes) screen, to add another note.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.